Training Strategic Level Working Group
Adopter Subcommittee
Meeting Notes
August 18, 2004

Meeting Date	August 18, 2004 12:45 – 1:30pm ET
Attendees:	**Chair:** Edith Zang PhD, Institute for Cancer Prevention **Participants**: Naveen Vinukonda MS, Institute for Cancer Prevention Brian Pittman MS, Institute for Cancer Prevention Vicki Liang MS, Institute for Cancer Prevention Emily Chung MS, Institute for Cancer Prevention Moe Tika, Institute for Cancer Prevention **NCI:** Leslie Derr, Lynette Grouse, Kim Diercksen (NCICB), Jamie Keller (NCICB) **Booz Allen:** Cait Cusack, Reechik Chatterjee
Agenda	1. Open Meeting 2. Update on Videoconferencing 3. Update on Training Strategy Document 4. Other Issues and Concerns 5. Confirm Next Meeting – September 15, 2004
1. Open Meeting	The meeting was opened
2. Update on Videoconferencing	Naveen gave an update on the videoconferencing. **VIDOCONFERENCING**: Videoconferencing between OHSU and IFCP is working fine. Both sides could see and hear the other party perfectly well. The problem has been with the data-sharing component. IFCP has full data sharing capabilities with a Polycom system called "Visual Concert" and suggests this be a system considered going forward.

	NETMEETING:When testing the NetMeeting system with Oregon on August 11, IFCP had no problem opening the IOS (Internetworking Operating System) ports bi-directionally. There was a small issue with additional IP address. IFCP subsequently requested and obtained an additional public IP address from our Internet Service Provider. **LATEST UPDATE**: On August 12, following some IOS reconfigurations and testing, John DeSocio at Oregon observed that he needed to make some modifications on his end to work with NetMeeting. **FUTURE:** The time for the next testing is set for August 30th. At this point, we are waiting for John to reconfigure the IOS at Oregon and hope NetMeeting will work out as an option for data sharing.
3. Update on Training Strategy Document	Edith Zang has not received any responses regarding the training strategy document despite sending out notes to the centers twice. There ensued a discussion around the document regarding the timing of such a document. It was discussed that perhaps there should be a tactical focus of the group around developing training materials for specific products. It was acknowledge that having a strategic plan and a document such as this is important, but that some of the information in this particular document will not be known until the project is well under way. Due to a lack of guidelines on what exactly it means to be caBIG compatible, this has made developing a training strategy difficult. Some of the issues discussed are issues that involve the entire group and thus will be tabled until the main meeting in 3 weeks
4. Other Issues and Concerns	Again, attendance to these meetings is of concern. It was discussed that we may re-combine the groups until it becomes obvious that separate groups are needed.
5. Confirm Next Meeting September 15, 2004	The September 15, 2004 meeting was confirmed.
Action Items:	**No new action items**